

# EPSON COLOR PRINT REQUEST INSTRUCTIONS



This service is provided for current Book Arts students only.

Please submit a new form for each file. Plan ahead: turnaround time is approximately one week, and we cannot accommodate rush jobs. Once your job is printed, you will receive an email with your total cost. Your job is then available for pick-up at the monitor's table. Prior to picking up your prints, please take the Book Arts Supply Sale Form to the cashier's desk on Level 2 for payment. **Please email [BAPdigiprint@utah.edu](mailto:BAPdigiprint@utah.edu) with any questions.**

## KEEP IN MIND:

- Please review InDesign or Illustrator file prep instructions in this document. Files submitted incorrectly will not be printed.
- Maximum paper width: 24"
- Maximum printable area: 23" wide
- Maximum length: 50"
- Minimum sheet size: 8.5 x 11"
- Roll paper: 24" wide, grain long (perpendicular to the width of the roll)

## CHECKLIST:

- select your paper
  - student's own or previously purchased from BAP\*
    - sheet size: \_\_\_\_ x \_\_\_\_
    - total number of sheets: \_\_\_\_
    - double sided?  yes\*\*  no
  - roll paper
    - final print size: \_\_\_\_ x \_\_\_\_
    - total number of prints: \_\_\_\_
      - EPSON Professional Matte (\$2/foot)
      - Moab Entrada Natural (\$4/foot)
      - Somerset Velvet Radiant White (\$6/foot)
- all fonts converted to outlines
- job packaged with all fonts and images
- folder zipped

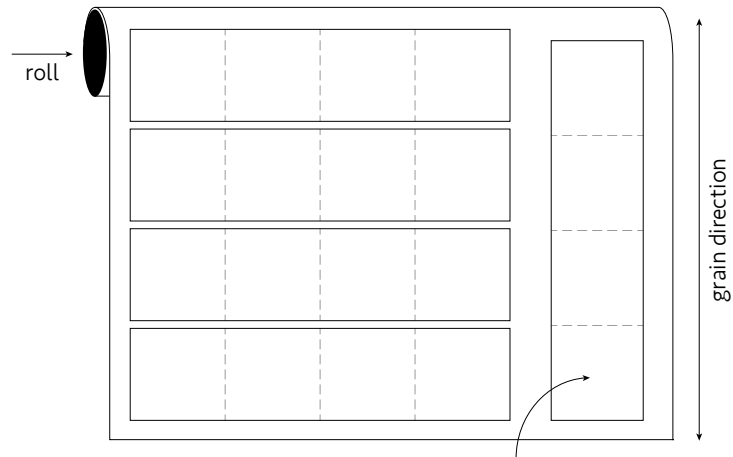
\* Within 24 hours of submitting the online print request, leave your paper, trimmed to size and clearly labeled, in the EPSON PRINT JOBS flat file drawer.

\*\* We cannot guarantee the accuracy of double-sided print jobs. Allow a 1/8 - 1/4" margin for error in alignment of front to back. Double-sided printing is not available for roll paper.



## GANGING FILES

In order to maximize your sheet size and minimize your costs, consider ganging multiples into one file. For example, printing four accordion books separately will cost more than creating one file with four books on a parent sheet or on a roll.



You could gang a book here, but note the grain is running the wrong direction, so this should only be used as a proof.



## INDESIGN INSTRUCTIONS for submitting files for color prints:

When submitting an InDesign document, it is important that you include all fonts and images.

Follow these instructions to ensure that your files are printable. Files that are missing fonts and/or images will not be printed.

1. OUTLINE ALL FONTS (this ensures that all text will be printed accurately, as designed):
  - Using the Selection Tool (black arrow), select all text boxes (either all together, or one at a time).
  - Go to *Type > Create Outlines*
  - Do this for every text box on every page of your document.
2. PACKAGE DOCUMENT (this will collect all fonts and images into one file folder that you will upload):
  - Save your document.
  - Go to *File > Package* and follow the prompts, ensuring that your file is free from errors.
    - In the first summary window, make sure your document is free from errors. Errors are marked by exclamation points within yellow triangles. These errors usually indicate missing images, or images using RGB color space. For the best results, you should convert your images to CMYK in Photoshop.
    - Once your file is error free, click *Package*. InDesign may then ask you to save your file again (click *Save*). If it doesn't, don't worry.
    - In the "Printing Instructions" dialog box, click *Continue*.
    - Create a new package folder. Name this folder with your name and your class name (i.e. Last Name\_ Printed Book).
    - Make sure that *Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package, Include IDML, and Include PDF(Print)* are checked.
    - Click *Package*.
    - If you receive warnings about missing or modified fonts or links, click *Cancel*. Relink your images and start again. DO NOT CLICK *OK*.  
Documents with missing information will not be printed.
    - If you receive any warnings about software or font restrictions, click *OK*.
    - Address any additional warnings (over-set text, missing images, etc.). Don't click *OK*; click *Cancel* and fix these issues, then begin again.
3. GO TO THE FOLDER that you created and verify that it contains copies of all required items:
  - .indd file, .idml file, .pdf file
  - "Fonts" and "Links" folders containing all fonts and images
4. COMPRESS THIS FOLDER
  - right-click (or Control + Click) the folder and choose *Compress* (Mac) or *Send to ZIP* (Windows).  
This will create a single file that can be uploaded to UBox.
5. COMPLETE THE ONLINE SUBMISSION FORM
6. UPLOAD THIS FILE to UBox:

As a student enrolled in a Book Arts course, you should have been granted access to the EPSON PRINT JOBS UBox folder. Check your email (including Junk folders) for the link. If you are unable to access UBox, email BAPdigiprint@utah.edu and request permission.



## ILLUSTRATOR INSTRUCTIONS for submitting files for color prints:

When submitting an Illustrator document, it is important that you *outline* all fonts and include all images.

Follow these instructions to ensure that your files are printable. Files that are missing fonts and/or images will not be printed.

1. OUTLINE ALL FONTS (this ensures that all text will be printed accurately, as designed):
  - Using the Selection Tool (black arrow), select all text boxes (either all together, or one at a time).
  - Go to *Type > Create Outlines*
  - Do this for every text box on every page of your document.
2. PACKAGE DOCUMENT (this will collect all fonts and images into one file folder that you will upload):
  - Save your document.
  - Go to *File > Package* and follow the prompts, ensuring that your file is free from errors (if you haven't saved your document, Illustrator will prompt you to do so).
    - In the first summary window, make sure all check boxes are checked, and click *OK*.
    - Click the folder icon to the right of the "Location" bar to select a location for the new folder that will house your document, fonts, and links.
    - Next to "Folder name:," type in a new name for this folder. Name this folder with your name and your class name (i.e. Last Name\_Printed Book).
    - Make sure all check box options are checked.
    - Click *Package*.
    - If you receive any warnings about software or font restrictions, click *OK*.
    - If you receive warnings about missing or modified fonts or links, DO NOT CLICK *OK*. Click *View Report*. Relink your images and start again. Documents with missing information will not be printed.
    - Address any additional warnings (over-set text, missing images, etc.). Don't click *OK*; click *Cancel* and fix these issues before beginning this process again.
3. GO TO THE FOLDER that you created and verify that it contains copies of all required items:
  - .ai file
  - "Fonts" and "Links" folders containing all fonts and images.
4. COMPRESS THIS FOLDER
  - right-click (or Control + Click) the folder and choose *Compress* (Mac) or *Send to ZIP* (Windows).  
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